



# Annual Certification Report and Sharing Agreement

This Report must be submitted by **October 31, 2005**.  
For Fiscal Year 2005 ending on June 30, 2005.

Name of Agency:

☐ Police Department    ☐ Sheriff's Office/Department    ☐ Prosecutor's Office    ☐ Other

Contact Person:

E-Mail Address:

Mailing Address:

(Street)

(City)

(State)

(Zip Code)

Telephone Number: (      )

Fax Number: (      )

Federal Identification No.:

Does your agency participate in a sharing agreement with another agency, Commonwealth's Attorney's Office, or Task Force? ☐ Yes ☐ No

If yes, please attach a copy of the current agreement in effect.

## Summary of Asset Forfeiture Fund Activity

	Funds
1. Beginning Asset Forfeiture Fund Balance	1. _____
2. State Asset Forfeiture Funds Received from DCJS	2. _____
3. Other Income (transfers from other agencies, auction proceeds, forfeitures under \$500, etc.)	3. _____
4. Interest Income Accrued	4. _____
5. Total Asset Forfeiture Funds (total of lines 1-4)	5. _____
6. State Forfeiture Funds Spent (total of line a-j below)	6. _____
7. Asset Forfeiture Fund Balance (subtract line 6 from line 5)	7. _____

## Summary of Monies Spent

a. Total spent on salaries (for overtime, new, temporary, not to exceed 1-yr employees)	a. _____
b. Total spent on informants and "buy money"	b. _____
c. Total spent on travel and training	c. _____
d. Total spent on communications and computers	d. _____
e. Total spent on firearms and weapons	e. _____
f. Total spent on body armor and protective gear	f. _____
g. Total spent on electronic surveillance equipment	g. _____
h. Total spent on building and improvements	h. _____
i. Total spent on other law enforcement expenses ( <b>ATTACH LIST</b> )	i. _____
j. Total transfers to other law enforcement agencies ( <b>ATTACH LIST OF RECIPIENTS</b> )	j. _____
k. Total annual budget for your agency for the fiscal year ending June 30, 2005	k. _____

## Certification

Under penalty of perjury, the undersigned hereby certify that the information in this report is an accurate account of funds received and spent by the law enforcement agency under the Virginia Forfeited Asset Sharing Program during this reporting period. The undersigned hereby certify and agree to the regulations and guidelines as stated on the **reverse side**.

Name (Print or Type)  
Law Enforcement Agency Head

Date

Name (Print or Type)  
Governing Body Head

Date

Signature

Signature

Title (Print or Type)

Title (Print or Type)

This Virginia Forfeited Asset Sharing Program Agreement and Certification Report entered into among (1) the Commonwealth of Virginia (2) the above-stated law enforcement agency, and (3) the governing body, sets forth the requirements for participation in the Virginia Forfeited Asset Sharing Program and the restrictions upon the use of forfeited cash, property, proceeds, and any interest earned thereon. By their signatures, the parties agree that they will be bound by the statutes and guidelines that regulate shared assets and the following requirements for participation in the Forfeited Asset Sharing Program.

1. **Submission:** The Virginia Forfeited Asset Sharing Program Agreement and Certification Report must be submitted to the Virginia Department of Criminal Justice Services no later than **October 31, 2005**. Please send the **original** Report (**faxed copies will not be accepted**) to:

Virginia Department of Criminal Justice Services  
ATTN: DEBORAH C. TURCK  
202 North Ninth Street – 10<sup>th</sup> Floor  
Richmond, VA 23219

E-Mail: [deborah.turck@dcjs.virginia.gov](mailto:deborah.turck@dcjs.virginia.gov)  
Phone: 804-371-0538

2. **Signatories:** The head of the law enforcement agency and the head of the governing body must sign this report. **Receipt of the signed report is a prerequisite to receiving any forfeited cash, property, or proceeds.**
3. **Uses:** Any shared asset shall be used for law enforcement purposes in accordance with the guidelines as dictated in the U.S. Department of Treasury's *Guide to Equitable Sharing for Foreign Countries and Federal, State, and Local Law Enforcement Agencies*.
4. **Internal Controls:** The parties agree to account separately for Forfeited Asset Sharing Program funds received from the Virginia Department of Criminal Justice Services. Funds from federal forfeitures and other sources must not be commingled with state forfeited funds. The recipient agency shall establish a separate revenue account or accounting code for state and federal forfeiture funds.
5. **Annual Certification Report and Sharing Agreement:** The recipient agency shall submit an Annual Certification and Sharing Agreement Report to the Department of Criminal Justice Services detailing the activity of the state asset forfeiture fund. Receipt of the signed report is a prerequisite to receiving any forfeited cash, property, or proceeds.
6. **Audits:** Audits will be conducted as provided by §19.2-386.14 of the Code of Virginia and the Criminal Justice Services Board.
7. **Expiration:** This report is in effect for the next fiscal year and will expire on October 31, 2006.